

Accessing Documents Shared With You in Office 365/OneDrive

There are multiple ways to access documents shared with you in OneDrive or Office 365.

Jonathan Tejada has shared 'test1'

⤴ REPLY ⤴ REPLY ALL ⤵ FORWARD ⋮
[Mark as read](#)



Jonathan Tejada <no-reply@sharepointonline.com>
Tue 6/13/2017 10:07 AM

To: Jonathan Tejada;
Cc: Jonathan Tejada;

Hi,
Please see document.

[Open test1.docx](#)

 Get the SharePoint mobile app!



You may receive a link via email.

In this instance, you would click on the “Open filename.docx” link.

Depending on the security associated with the document, you may need to sign into Office 365 before viewing or editing the document.



B LONG BEACH CITY COLLEGE

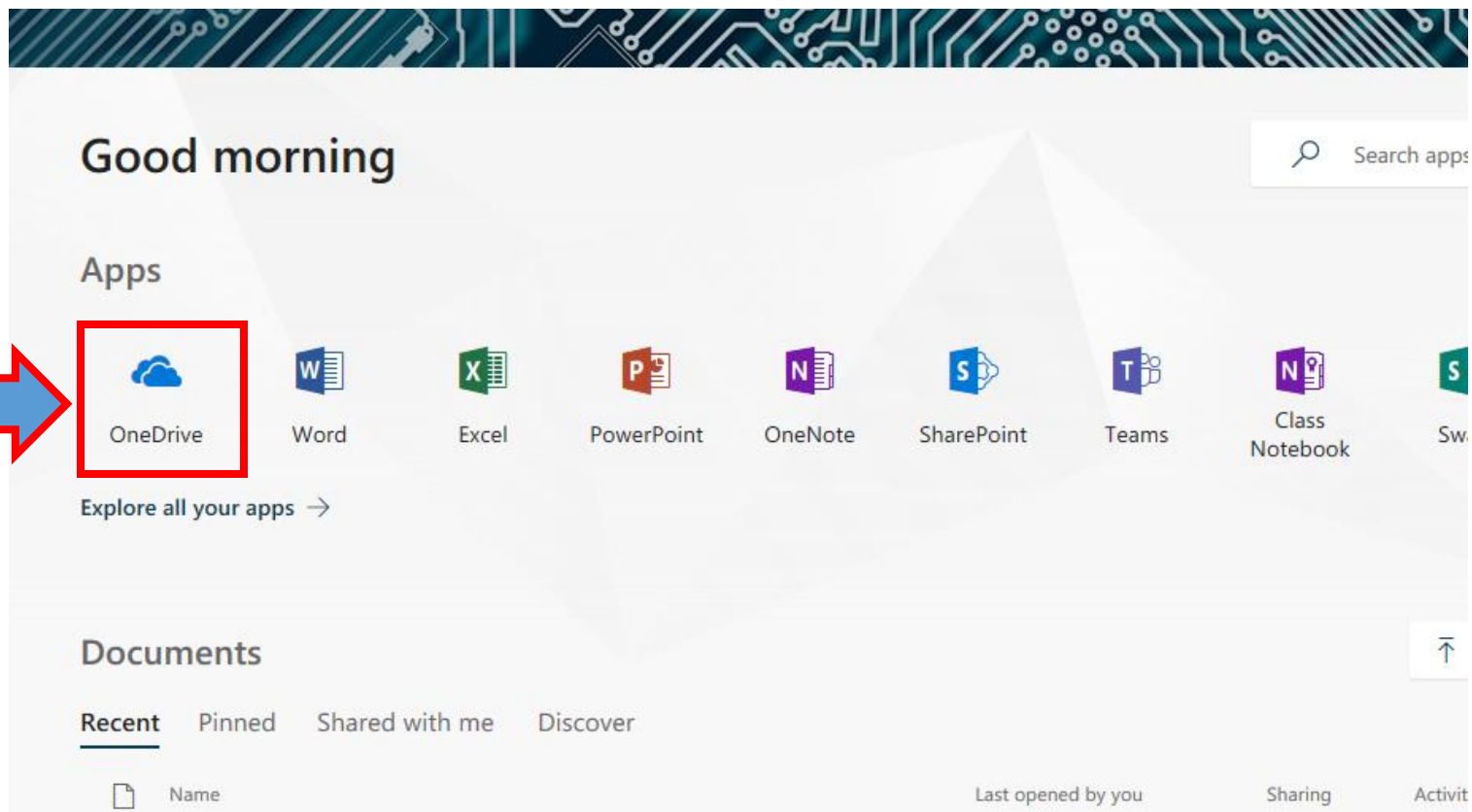
Sign in with your organizational account

1234567@lbcc.edu
.....

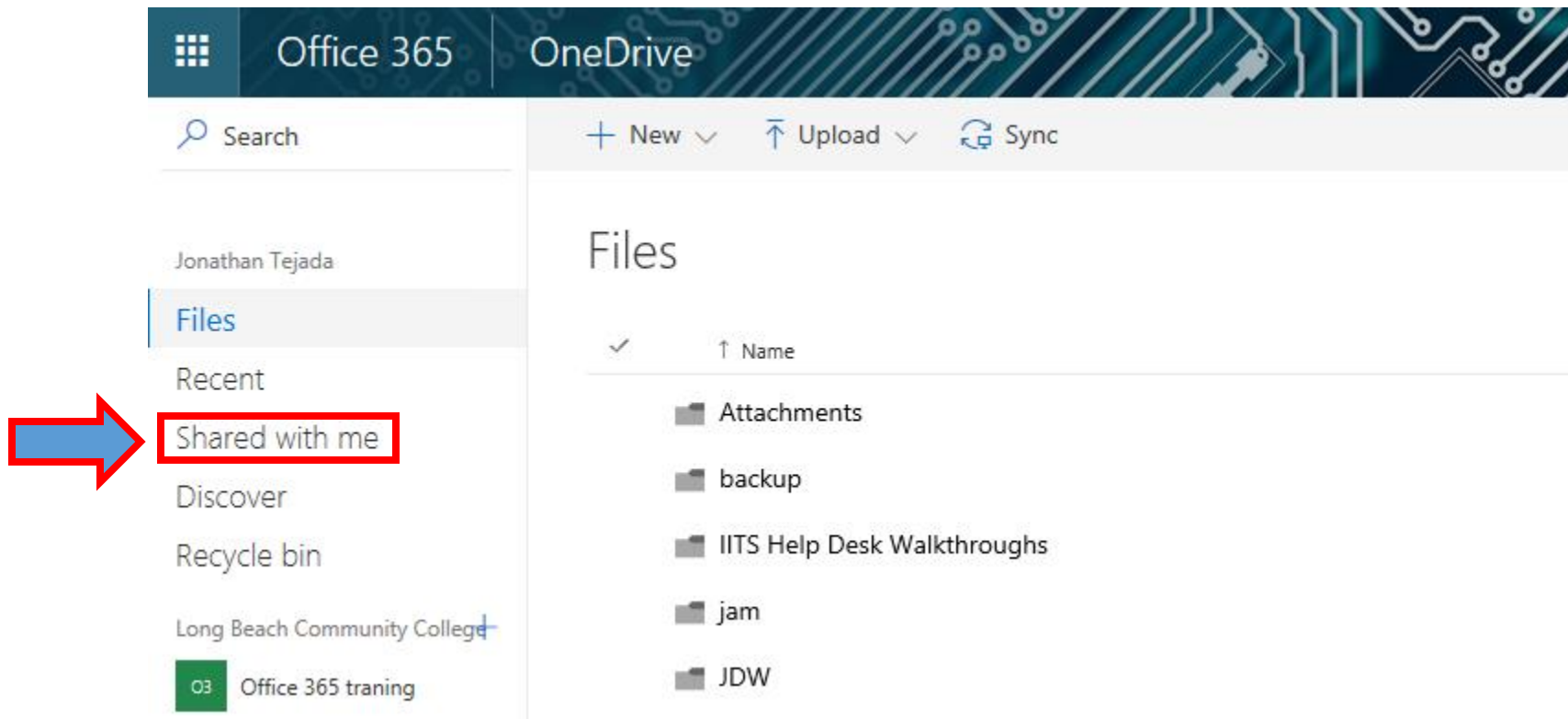
Sign in

Trouble accessing your account? Contact the LBCC Help Desk at (562) 938-4357 or at helpdesk@lbcc.edu.

Another method of accessing a shared document is via the OneDrive folder within Office 365.



From the Office 365 home screen when logged in, Click on the *OneDrive* icon



Click on the "Shared with me" tab on the left side of the screen

🔍 Search

Jonathan Tejada

Files

Recent

Shared with me








Discover

Recycle bin

Long Beach Community College+

03 Office 365 training

Shared with me

| ✓ | Name | ↓ Modified | Modified By |
|---|---|-------------|-----------------|
| |  test1.docx | 21 days ago | Jonathan Tejada |
| |  Test 1.docx | 22 days ago | Jonathan Tejada |
| |  Equity Committee | 11/17/2016 | Shamika Simpson |
| |  Halloween 2016 Pictures | 11/2/2016 | Mayra Aguilar |
| |  ITDL_Workshops_2016-17.docx | 10/20/2016 | Hussam Kashou |
| |  Calendar2016.xlsx | 6/8/2016 | Claudia Nguyen |
| |  LEADGroupProject2016 | 4/12/2016 | CC Sadler |

What should populate is a list of documents that have been shared with you and that you should have access to.

